



January 30, 2017

KANSAS BULLETIN NO. KS300-17-28

SUBJECT: LTP–Local Working Group Process

Action required by: March 10, 2017 (Field Offices [FOs])
March 24, 2017 (Area Offices [AOs])

Purpose: Provide guidance and materials on the Local Working Group (LWG) process for preparing fiscal year (FY) 2018 program year.

Expiration Date: September 30, 2018

LWGs are subcommittees of the Kansas Technical Committee (KTC) and provide recommendations to the Natural Resources Conservation Service (NRCS) on local and state natural resource priorities and criteria for conservation activities and programs. It is the responsibility of conservation districts (CDs) to assemble the LWGs and set the agenda per [Title 440, Conservation Programs Manual \(CPM\), Part 501, Subpart B, Section 501.13](#). However, where a CD is not present or chooses to not fulfill these responsibilities, the NRCS designated conservationist will fulfill the responsibilities.

Per Title 440, CPM, Part 501, Subpart B, Section 501.11, it is the responsibility of the LWGs to:

- Ensure that a conservation needs assessment is developed using community stakeholder input.
- Utilize the conservation needs assessment to help identify program funding needs and conservation practices (CPs).
- Identify priority resource concerns and identify, as appropriate, high-priority areas needing assistance.
- Recommend NRCS conservation program application and funding criteria, eligible practices (including limits on practice payments or units), and payment rates.
- The state conservationist (STC) and KTC are looking for:
 - Recommendations of payment percentages.
 - Whether the ranking criteria used is acceptable and that quality applications are getting funded.
 - Whether the eligible practice lists are meeting the needs of the resource concerns of the state, and is there a need to eliminate, or add resource concerns and/or eligible practices.
- Participate in multicounty coordination where program funding and priority area proposals cross county boundaries.

(more)

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- Assist NRCS and CD with public outreach and information efforts, and identify educational and producers' training needs.
- Recommend state and national program policy to the KTC based on resource date.
- Use the conservation needs assessment to identify priority resource concerns that can be addressed by NRCS programs.
- Forward recommendations to the NRCS designated conservationist.
- Adhere to standard operating procedures identified in Title 440, CPM, Part 501, Subpart B, Section 501.14.

Minutes of LWG meetings shall be sent to the respective assistant state conservationist for field operations (ASTC-FOs) by **March 10, 2017**. The ASTC-FO shall review the minutes, compile all pertinent recommendations, and forward to the STC and Assistant State Conservationist for Programs, for review with KTC by **March 24, 2017**.

In order to ensure all comments received from the Local Working Groups throughout Kansas are thoroughly reviewed and considered for adoption in the FY18 Program Year, an accelerated Field Office Due Date of **March 10, 2017**, is necessary. Programs staff may be requested for LWG Presentations through established channels as schedules allow.

Attached are examples of a meeting letter to send to LWG members (Attachment 1 and 2), newspaper notice for a LWG meeting (Attachment 3 and 4), an agenda (Attachment 5), and a PowerPoint presentation to use at LWG meetings.

Contact: Forward questions and concerns to Monty R. Breneman, Assistant State Conservationist for Programs, at (785) 823-4569 or monty.breneman@ks.usda.gov.

(signed)

ERIC B. BANKS
State Conservationist

Attachments